



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-CE (690-330)

10 August 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child and Youth Services (CYS) Managers' Recruitment Guide

1. Reference, Child and Youth Services Managers' Recruitment Guide, 30 Jun 99, (enclosed).
2. A Child and Youth Services (CYS) Managers' Recruitment Guide is provided to assist CYS managers in hiring and retaining employees. The guide provides information on how to initiate recruit actions, hiring sources, the application and hiring process and CYS positions. Information in this guide is provided in question and answers (Q&A) format with subject headings for easy reference. The Q&As address issues which CYS managers frequently ask or become involved with during the recruitment process.
3. This guide is designed for use by managers as general information only. Managers with specific, detailed technical questions on individual hiring actions are advised to contact their Civilian Personnel Advisory Center (CPAC) for assistance. Instead of using this managers' guide as a source of technical information, personnel specialists must refer to the 5 CFR Code of Federal Regulations, Department of Defense, Department of the Army and USAREUR, Civilian Personnel Directorate guidance as references to make technical decisions.
4. Request wide distribution of this guide to CYS Managers for use in hiring and retention processes.
5. HQUSAREUR/7A POC is Ms. Lou Smith, Policy Management Division, 370-3153.

Encl

/signed/
PATRICIA P. HICKERSON
Major General, USA
Deputy Chief of Staff, Personnel

DISTRIBUTION:

HQ USAREUR/7A, ODCSPER, MWR, ATTN: AEAGA-GY, Unit 29351, APO AE 09014
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SUBJECT: Child and Youth Services (CYS) Managers' Recruitment Guide

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APO AE 09244

Director, Civilian Personnel Operations Center, Unit 29150, APO AE 09100

100th Area Support Group, Unit 28130, APO AE 09114, DCA, ATTN: C, FSD/CYS

222nd Base Support Battalion, Unit 23746, APO AE 09034, DCA, ATTN: C, FSD/CYS

235th Base Support Battalion, Unit 28614, APO AE 09177, DCA, ATTN: C, FSD/CYS

284th Base Support Battalion, Unit 20911, APO AE 09169, DCA, ATTN: C, FSD/CYS

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417th Base Support Battalion, Unit 26137, APO AE 09031, DCA, ATTN: C, FSD/CYS

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104th Area Support Group, Unit 20193, Box 0001, APO AE 09165, DCA, ATTN: C, FSD/CYS

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254th Base Support Battalion, Unit 21602, APO AE 09703, DCA, ATTN: C, FSD/CYS

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414th Base Support Battalion, Unit 20193, Box 0003, APO AE 09165, DCA, ATTN: C, FSD/CYS

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80th Area Support Group, CMR 451, APO AE 09708, DCA, ATTN: C, FSD/CYS